



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

VOLUNTEER SERVICES

Effective Date: December 30, 2013

Policy #: HR-19

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I. PURPOSE: To establish guidelines for Volunteer Services provided at Montana State Hospital (MSH).

II. POLICY: MSH shall accommodate the services of volunteers in hospital programs or activities when those services benefit and enhance the ability of the facility to provide unique services for patients and do not displace or replace existing employees or contractors.

III. DEFINITIONS:

- A. Volunteer – A person, who of his or her own free will, provides goods and services without financial gain. Volunteers do not displace or replace existing employees or contractors and are not considered employees.
- B. Volunteer Services – Activities which would not normally be provided if not for volunteers.

IV. RESPONSIBILITIES:

- A. The Human Resources Department has the overall responsibility for approving volunteer service programs.
- B. Department Managers develop volunteer service agreements for approval.

V. PROCEDURE:

- A. Guidelines:
 - 1. Volunteer Service Agreement – A Volunteer Service Agreement as needed will be used to document volunteer services to be performed, the terms and conditions of such service, and the scope of orientation provided by the Hospital for such services.
 - 2. Volunteer Service Agreements – Provide specific terms and conditions relative to personal liability coverage, worker's compensation coverage, usage of state property and/or incidental expenses for providing services, and/or possible participant health requirements (e.c. required vaccinations etc.).
 - 3. Volunteers Services must receive adequate supervision from the responsible Department Manager who has arranged for and requested the service.

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Director of Human Resources